

**SAN BERNARDINO COUNTY
WORKFORCE INVESTMENT BOARD
FINANCE COMMITTEE**

**Location: 215 North “D” Street, Suite 201
San Bernardino, CA 92415-0041**

**Monday, April 21, 2003
3:00 p.m.**

AGENDA

1. Call to Order/Introductions
2. Approval Item – Minutes of March 17, 2003
3. Review WIB Financial Reports
4. Information Items
5. Public Comments
7. Adjournment -- Next meeting May 19, 2003, at 3:00 p.m, WIB Meeting Room, 215 N. D Street, Suite 201, San Bernardino CA

Public Notice

While the Committee meetings are open to the public, time constraints limit the Committee’s ability to permit open discussion with members of the audience. Persons requesting to address the Committee on an agenda item should register with staff prior to the meeting. The chairperson reserves the right to impose a time limit on all speakers addressing the Committee.

The Workforce Investment Board meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Staff Aide at least three (3) business days prior to the Board meeting. The Staff Aide’s telephone number is (909) 381-7922 (voice) or (909) 885-7654 (TDD) and office is located at 215 N. D Street, Suite 201, San Bernardino, CA

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WORKFORCE INVESTMENT BOARD
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215 North "D" Street
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**Monday, March 17, 2003
3:00 p.m.**

1. Call to Order

Meeting called to order at 3:30 p.m. by Chairman Terry Klenske.

<u>Member</u>	<u>Staff</u>	<u>Guest</u>
Terry Klenske	Linda Foster	Pat Cole
Phil Cothran	Barbara Halsey	
Abe Hovsepian	James Ingram	
Keith Lee	Stephanie Soto	

2. Approval Item

On motion by Phil Cothran and second Abe Hovsepian, the minutes for February 18, 2003 were approved as submitted.

3. Review WIB Financial Reports

In reviewing the financial reports we have adequate money to continuing funding the program this fiscal year. Although there is adequate funding it was suggested that we have to hold back funding new projects for this year. With almost 20 million in our budget and with expenditures of 13.5 million dollars, we have spent about 66% of the money for this fiscal year. We are on track to finish out the fiscal year but with very little surplus come year-end. James is currently researching to make sure we will have money to start next years budget. An Administrative Transfer of \$692,938 was discussed. The amount is transferred bi-annually to the CAO's office. There was a question on the process of the WIB reviewing the proposed budget for next year. Mr. Lee indicated the budgets have been available to the WIB in previous years and typically the budget process has a short turn-around timeline.

Pat Cole, County Administrative Office Administrative Analyst III and certified CPA, presented the County budget timeline:

- James Ingram has until March 28' 2003 to complete the proposed department budget. As of this date the department staff will be locked out of the county budget prep system and the analyst for that department has three weeks to analyze it, to get questions answered, to get justifications, to negotiate any changes that need to be made with the department and to get those changes made. The budget office will close the analyst off on April 18th 2003.
- The budget book that is put together will include the budget information for all the departments. This information will go the Board of Supervisors the week of May 2, 2003. Between April 18, 2003 and May 2' 2003 the budget office will look at the individual departmental submittals, summarizing the data by groups.
- The budget books go to the Board of Supervisors (BOS) on May 2, 2003 and become public. In mid May there would be a Board workshop for the budget to discuss programs, plans and proposed changes by the Departments.
- The first week in June the proposed budget will be prepared and will be adopted by the Board the last Tuesday in June.

James will complete his portion of the budget process next week. What Keith would like to do is give the proposed budget to members of the Finance Committee, directing any comments and questions to Keith who will direct them to Pat. Copies of last year's budget will also be provided to members of the committee.

We should be receiving by late this month our official budget numbers for the next fiscal year from the State. Due to the County's budget process timeline James has been instructed to use 90% of last year's allocation. 10% is taken out for administrative costs, 10% is taken out for carry over and 80% of the final number from the State will be allocated.

On motion by Phil Cothran, seconded by Keith Lee, the Committee approved the presented financial reports.

4. Information Item

(a) Omnitrans and TAD SITP Project Update (Barbara Halsey)

Barbara Halsey updated the Committee on the Governor's 15% Supportive Industries Training Program. The State solicited proposals for the 15% funds for PY 2001-02 that provided supportive services that addressed work force concerns directly effected an individuals ability to work such as child care, transportation and housing.

Proposals that quality for the training program included the following:

- Help develop high quality jobs that provide benefits
- Paid work experience for youth
- Supported new technology

The proposals had to be in to the State by November 9, 2001. The awards were given in December 2001 with contract development scheduled for January 2002. Private partnerships, community based organizations, local WIB were encouraged to apply for these funds. They estimated funding was between \$250,000 and 1.5 million depending on the training program proposed. Our proposal addressed three areas; stability and growth in the child care industry, employment advisement in the transportation industry and expanding the supportive services dollars they were available for Workforce Investment clients.

Omnitrans was in the process of applying for funding on their own and it was proposed that Omnitrans and our Department apply together as one. One of the issues Omnitrans found was getting their employees to move up the career ladder. Omnitrans is going to take care of the reimbursement part of the program and we are going to supply any supportive services in terms of books for the classes. We have completed intake on 54 applications and out of that 54, 30 will be selected to go to an advancement program. We will look closely at the results of the advancement program to determine if the participants increased wages and what advancement opportunities they had available.

5. Public Comments

Keith Lee advised the Committee that the Department has received late Friday the response from Brethren In Christ and the Committee discussed setting a date for the Executive Committee to hear this matter. Committee Chairman Klenske directed Stephanie Soto to contact the excusive committee to arrange a telephone meeting. Stephanie will check with Regina Coleman to see if the public has to be notified of the telephone meeting.

6. Adjournment

There being on further business, the meeting adjourned at 5:30 p.m.